

**City of Columbus | Department of Trade and Development | Building & Development Services | 757 Carolyn Avenue, Columbus, Ohio 43224**

Comments: \_\_\_\_\_ Application Number: \_\_\_\_\_ Commission/Group: \_\_\_\_\_  
\_\_\_\_\_ Date Received: \_\_\_\_\_ Planning Area \_\_\_\_\_  
\_\_\_\_\_ Date of Hearing: \_\_\_\_\_ Acreage: \_\_\_\_\_  
\_\_\_\_\_ Fee: \_\_\_\_\_ Existing Zoning: \_\_\_\_\_  
\_\_\_\_\_ Accepted by: \_\_\_\_\_ Zoning Map #: \_\_\_\_\_

**APPEAL TO THE BOARD OF ZONING ADJUSTMENT**  
**Application Form**

**LOCATION**

1. Certified Street Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Parcel Number (only one required.) ☐☐☐☐☐☐☐☐☐☐

**OWNER OF RECORD:**

2. Name \_\_\_\_\_

3. Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

4. Phone# \_\_\_\_\_ Fax # \_\_\_\_\_

☐ Check here if listing additional property owners on a separate page.

**APPELLANT:** (You are required to supply a Power of Attorney form at the time of application, if different from the owner.) (Must be attorney in fact for the owner.)

5. Name \_\_\_\_\_

6. Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

7. Phone# \_\_\_\_\_ Fax # \_\_\_\_\_

**ATTORNEY / AGENT (CIRCLE ONE)**

8. Name \_\_\_\_\_

9. Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

10. Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

**SIGNATURES**

11. Appellant Signature \_\_\_\_\_

12. Property Owner Signature \_\_\_\_\_

13. Attorney/Agent Signature \_\_\_\_\_

**Department of Development  
Building Services Division**

**757 Carolyn Avenue  
Columbus, OH 43224**

**Statement of Appeal**

APPLICATION # \_\_\_\_\_

**C.C. Section 3307.05 Duties of Board**

The board of zoning adjustment shall hear and decide appeals from any persons affected by any order, requirement, decision or determination made by the Director in the administration or enforcement of this Zoning Code except for those matters subject to the jurisdiction of the Graphics Commission or the Board of Commission Appeals. The board shall also hear and decide requests for special permits and variances (except for those under the jurisdiction of City Council, the Graphics Commission or the Board of Commission Appeals) and any other matter upon which it is required to pass under the Zoning Code.

**C.C. Section 3307.07 Appeals to the Board**

The board of zoning adjustment shall hear appeals upon application and within such time as shall be set by rule of the board. The board may reverse, affirm, or modify the order, requirement, decision or determination appealed from and shall make such order, requirement, decision or determination, as in its opinion and consistent with this Zoning Code ought to be made and to that end shall have the powers of the office from which the appeal is taken.

The board shall not entertain any appeal applied for more than twenty (20) days after the date of the order, requirement, decision or determination appealed from or within such different time as may be specifically provided in this Zoning Code.

**Please summarize below (or on a separate page) your reason(s) for this appeal and from what code section(s) you are seeking relief.**

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**I have read Section C.C. sections 3307.05 and 3307.07, and believe my application for relief from the requirements of the Zoning Code is justified.**

SIGNATURE OF APPELLANT \_\_\_\_\_ DATE: \_\_\_\_\_

# Board of Zoning Adjustment APPEALS

## Purpose of this form:

The purpose of this form is to provide staff and the Board of Zoning Adjustment with information concerning your request for an appeal of a Zoning Code violation order, requirement, decision or determination.

## What is an Appeal to the Board of Zoning Adjustment?

An appeal is a request to the Board of Zoning Adjustment for review and decision on an order having legal force (a Zoning Code violation order) or any order, requirement, decision or determination made in the administration and enforcement of the Zoning Code except in those matters subject to the jurisdiction of the Graphics Commission.

An appeal is used when there is a question whether a code violation actually exists relative to the application of law (the Zoning Code), not to argue facts (Example: A violation order states the stored vehicle is unlicensed and inoperable. An appeal would address whether the car is stored, not to argue that the vehicle will run if a motor is installed). An appeal is used to interpret the correct meaning or application of the Zoning Code.

An appeal is not to be used for the purpose of determining whether the Zoning Code is fair, justified or should be changed. **The Board of Zoning Adjustment does not have the authority to change existing codes.**

An appeal is not to be used as an extension of time on a violation order. Extensions are negotiated with the inspector and/or his supervisor.

**The following items are required to file an appeal and will aid in the appeal request to be heard by the Board of Zoning Adjustment. Incomplete applications without the required item(s) will be accepted and scheduled, but may jeopardize your case at the hearing if the Board is unable to draw conclusions due to the lack of sufficient information to make a decision. You have 10 calendar days to submit the required information from the day the application is accepted and scheduled. Five (5) complete sets containing each item are REQUIRED, except those marked with an asterisk (\*), where only 2 copies are needed:**

- I. Application Form.
- II. Statement of Appeal.
- III. All data "E" Plot and tax map label to Engineer's scale from Franklin County Map Room, if in Franklin County. Similar location maps if outside Franklin County.\*
- IV. An Engineer's scale site plan.\*

- V. Legal description.\*
- VI. Copy of citation, if code violation.
- VII. Any pertinent correspondence between appellant and City.
- VIII. Identity of Area Commission or recognized Civic Association.
- IX. Mailing labels for parties needing notice of Hearing date (please include yourself).\*
- X. The zoning district of your property.
- XI. Other pertinent information.